



WORK PERMIT APPLICATION

FLORIDA BUILDING CODE IN EFFECT

Date _____

Permit # _____

If subsidiary or revision: provide the Master building permit number here B: _____

IS THIS PERMIT ASSOCIATED WITH A VIOLATION? If so; BV # _____

Is this a City Owned Property? ☐ Yes ☐ No **HISTORIC DISTRICT** ☐ Yes ☐ No

For **DEMOLITION** provide the year the structure was built: _____

Type of Property: ☐ Single Family ☐ Commercial ☐ Multi-Family/Condo ☐ *Condo Conversion

TYPE OF IMPROVEMENT: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical

☐ New Construction ☐ Alteration/Remodel/Renovation ☐ Construction Revision

Description of Work: _____

Job Value \$ _____ **Square Feet** _____

Linear Feet _____ **Pool Gallonage** _____ **No. of units** _____

Job Address _____

Folio # _____

Owner/Builder _____ **Drivers License No.** _____

Address _____ **Unit #** _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Fee Simple Title Holder's Name (if other than owner) _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Contractor _____ **License No.** _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Cell # _____ **E-mail** _____ **Fax #** _____

☐ **Architect** _____ **License No.** _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

☐ **Engineer** _____ **License No.** _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____

Bonding Company Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Mortgage Lender's Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

This application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws and construction regulations in this jurisdiction. I understand that **SEPARATE PERMITS** are required for **Electrical, Mechanical, Plumbing, Signs, Swimming Pools, Spas, Windows, Sliding Glass Doors and Roofing.**

***CONDO CONVERSIONS are a change use of the building and require a new certificate of occupancy. If this application implies a condo conversion, it shall be clearly stated in the description and on the plans; otherwise, the certificate of occupancy will be denied.**

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and Zoning.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

Under penalties of perjury, I declare that to the best of my knowledge, the facts stated in this document are true. Any information found to be false may cause the revocation and/or denial of the permit and/or certificate of occupancy.

If the contractor is going to be hired by the tenant, check here. ☐

Signature of Owner or Agent

Signature of Tenant

Signature of Qualifier

Printed Name of Owner or Agent

Printed Name of Tenant

Printed Name of Qualifier

Date _____

Date _____

Date _____

Signature of Notary Public

Signature of Notary Public

Signature of Notary Public

Identification _____

Identification _____

Identification _____

Sworn to and subscribed before me this

Sworn to and subscribed before me this

Sworn to and subscribed before me this

____ day of _____ 20, _____

____ day of _____ 20, _____

____ day of _____ 20, _____

(SEAL)

(SEAL)

(SEAL)

****If you are applying for this permit as Owner/Builder, please sign below only****

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. NOTICE OF COMMENCEMENT SHOULD BE FILED AT: 22 NW 1ST STREET, MIAMI, FL

STATE OF FLORIDA

COUNTY OF DADE

Print Owner's Name

Owner's Signature

Sworn to and subscribed before me this _____ day of _____ 20____, by: _____

() Personally Known () Produced Identification - Type of Identification _____

Signature of Notary Public

(Seal)

Application Approved By: _____ (Permit Clerk)



BUILDING DEPARTMENT

1700 Convention Center Drive

Miami Beach, FL 33139

Office: 305-673-7610 Fax: 305-673-7857

OWNER/BUILDER AFFIDAVIT

Disclosure Statement 489.103 (7) State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improve it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have license required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

For your information the Owner/Builder may become liable and responsible for the employees he hires to assist in the construction project. This responsibility may include the following where required by Law:

- A) Worker's compensation (for workers injured on the job)
- B) Social Security Tax (must be deducted from the employees wages and matched with the owner's funds)
- C) Unemployment Compensation (may or may not be required)
- D) Liability Coverage
- E) Federal Withholding Tax

I acknowledge that as an Owner/Builder, I _____ am obligated to actually, physically, build the structure or do the work which I have permitted.

I understand that if I am not physically doing the work or physically supervising free labor from friends or relatives, that I must hire licensed contractors, i.e. electrician, plumber, mechanical (heating & air conditioning), etc. I further understand that the violation of not physically doing the work, and the use of unlicensed contractors at the construction site, will cause the project to be shut down by the inspection staff of the Miami Beach Building Department. Additionally, state statutes allows for additional penalties. I also understand that if this violation does occur, that in order for the job to proceed, I will have a licensed contractor come in and obtain a new permit as taking the job over. I understand that if I hire subcontractors under a contract price, that they must be licensed to work in Miami-Dade County, i.e. masonry, drywall, carpentry. Contractors licensed by the Miami-Dade County Contractor Licensing Section or the State of Florida are required to have worker's compensation and liability coverage.

I will assume full responsibility as an Owner/Builder Contractor and will personally supervise of do all work allowed by law on the permitted structure.

Property owner
address _____

Permit address (explain difference) _____

Telephone Number _____

Sworn to and subscribed before me this _____ day of _____, 20_____, by: _____

() Personally Known () Produced Identification - Type of Identification _____

Signature of Notary Public

(Seal)

Signature of Owner



BUILDING DEPARTMENT

1700 Convention Center Drive

Miami Beach, FL 33139

Office: 305-673-7610 Fax: 305-673-7857

CONSTRUCTION LIEN LAW FOR OWNERS

NOTE: IF YOU SIGNED AS THE OWNER'S AGENT YOU ARE RESPONSIBLE FOR DELIVERING THIS INFORMATION SHEET TO THE OWNER OF THE PROPERTY.

WARNING TO OWNER

Florida's Construction Lien Law (Chapter 713, Part One, Florida Statutes) requires the recording with the Clerk of the Courts a Notice of Commencement for real property improvements greater than \$2,500.00. However, it does not apply to the repair or replacement of an existing heating or air conditioning system less than \$5000.00 in value. This notice must be signed by you, the property owner. ***Under Florida law, those who work on your property or provide materials and are not paid, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.***

YOU MUST FILE A NOTICE OF COMMENCEMENT

For your protection under the Construction Lien Law and to avoid the possibility of paying twice or improvements to real property, you must record a Notice of Commencement in the Clerk of the Court's Office. You also must provide a certified copy of the recorded document at the construction site. The Notice of Commencement must be signed by you, the owner contracting the improvements, and not by your agent. The Notice of Commencement form, provided with this application packet, must be completed and recorded within 90 days before starting the work. A copy of the payment bond, if any is required by you and purchased by the contractor, must be attached as part of the Notice of Commencement when recorded. If improvements described in the Notice of Commencement are not actually started within 90 days after the recording of the Notice, a new Notice of Commencement must be recorded. You lose your protection under the Construction Lien Law if the payments are made to the contractor after the expiration of the Notice of Commencement. The Notice is good for one (1) year after the recording date or up to the date specified under item nine of the form. Florida law requires the Building Department to be a second source of information concerning the improvements made on real property.

YOU MUST POST THE NOTICE OF COMMENCEMENT AT THE JOB SITE

By law, the Building Department is required to verify at the first inspection, after the building permit is issued, that a certified copy of the recorded Notice of Commencement, with attached bonds if any, is posted at the construction site. Failure to show the inspector a certified copy of the recorded Notice will result in a disapproved inspection, (Florida Statute 713.135(1) (d)).

NOTICE TO OWNER FROM SUBCONTRACTORS AND SUPPLIERS

You may receive a Notice to Owner from subcontractors and material suppliers. This notice advises you that the sender is providing services or materials. Subcontractors and suppliers must serve a Notice to Owner within 45 days of commencing work to preserve their ability to lien your property. If your address changes from that given in the Notice of Commencement, you should record a corrected Notice reflecting your current address. This is done to help ensure you will receive all notices.

RELEASE OF LIEN FROM CONTRACTOR

Prior to paying the contractor, you need to receive a Release of Lien and Affidavit to the extent of payments from the general contractor. The Release of Lien and Affidavit shall state either that all the subcontractors and suppliers have been paid or list those unpaid and the amount owed. The contractor is required to list on the Release of Lien and Affidavit any subcontractor or supplier that has not been paid. That amount may be withheld from the contractor's pay and paid directly to the subcontractor or suppliers after 10 days written notice to the contractor. If the balance due to the contractor is not sufficient to pay in full all subcontractors and suppliers listed on the contractor's affidavit, you may wish to consult an attorney. The general contractor shall furnish a final Release of Lien and Affidavit to the owner indicating all subcontractors and suppliers have been paid at the time he requests final payment. You can rely on the affidavit in making final payment to the general contractor. If you make final payment to the general contractor without obtaining the affidavit, your property can be liened for non-payment if the general contractor fails to pay the subcontractors or suppliers. You should always obtain a Release of Lien and Affidavit from the contractor to the extent of any payments being made.

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. _____ TAX FOLIO NO. _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property and street/address: _____

2. Description of improvement: _____

3. Owner(s) name and address: _____

Interest in property: _____

Name and address of fee simple titleholder: _____

4. Contractor's name and address: _____

5. Surety: (Payment bond required by owner from contractor, if any)

Name and address: _____

Amount of bond \$ _____

6. Lender's name and address: _____

7. Persons with the state of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.

Name and address: _____

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name and address: _____

9. Expiration date of this Notice of Commencement: (the expiration date is 1 year from the date of recording unless a different date is specified)

Signature of Owner

Print Owner's Name _____ Prepared by _____

Sworn to and subscribed before me this _____ day of _____, 20 _____.

Notary Public _____

Print Notary's Name _____

My commission expires: _____
(seal)



MIAMI BEACH

BUILDING DEPARTMENT
1700 Convention Center Drive, 2nd Floor
Miami Beach, Florida 33139

Phone: (305) 673-7610
Fax: (305) 673-7857

NEW CONSTRUCTION & ALTERATIONS AND REPAIRS

ARCHITECTURAL/ENGINEERING AFFIDAVIT FOR JOB VALUE AND TOTAL GROSS SQUARE FOOTAGE

Date: _____

Permit Number: _____

Project Description: _____

Owner: _____

Architect and/or Engineering Firm: _____

Name of Architect or Engineer of Record: _____

Address of Architect / Engineering Firm: _____

Contact Number: _____

Part One: Architect / Engineer Affidavit: To be Submitted Prior to Permit Issuance.

I _____ as the **Architect / Engineer of Record** for the project covered under the permit listed above, certify the following:

Total Gross Floor Area of New Construction: _____

Total Gross Floor Area of Alteration / Repair: _____

☐ **Single Family Homes, Duplexes, and Areas within Residential Condo unit.** _____

☐ **Multi-Family, Commercial, and Industrial** _____

Total Estimated Construction Cost * for New Construction: _____

Total Estimated Construction Cost* for Alteration / Repair: _____

Definitions:

Total Gross Floor Area: The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, closets, the thickness of interior walls, columns or other features. The floor area of a building or portion thereof not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

Signature of Architect/Engineer

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed _____ day of _____

20__, by: _____

☐ Personally known to me: ☐ or Procured Identification

Type of Identification: _____

☐ DID TAKE OATH ☐ DID NOT TAKE OATH

Signature of Notary Public

***Note:** It is the intention of the City of Miami Beach to use the Architect's Estimate of Construction Cost as a "Good Faith" estimate for the purpose of calculating the initial permit fee. The City agrees to hold the Architect and/or Owner harmless from any liability, professional or otherwise due to any difference in the Architect's estimate of construction cost and the construction cost as submitted by the Owner and/or Contractor at the time of Completion. The Owner will be responsible to pay the City of Miami Beach any difference between the permit fee based on the construction cost and/or square footage submitted with the original permit application and the permit fee based on the final construction cost including general conditions and/or square footage as certified by the Owner, Architect and Contractor on the most current "AIA Document G702" Application for Payment approved at the time the application for the Certificate of Occupancy (CO) or Certificate of Completion (CC) is submitted to the Building Department.

Part Two: Owner Affidavit: To be Submitted Prior to Permit Issuance.

I _____ am the Owner of the property undergoing an improvement as described in the permit above. I understand that at the time the Contractor submits the application for a Certificate of Occupancy (CO) or Certificate of Completion (CC), I will be required to submit to the City of Miami Beach Building Department verification of construction cost. The City will accept the most current "AIA Document G702" Application for Payment approved at the time the application for the Certificate of Occupancy (CO) or Certificate of Completion (CC) is submitted to the Building Department as verification of construction cost.

I understand that as the Owner of said property and improvement, I am responsible to pay the City of Miami Beach any difference between the permit fee based on the construction cost and/ or square footage submitted with the original permit application and the permit fee based on the final construction cost including general conditions and/or final square footage as certified by the Owner, Architect and Contractor on the most current "AIA Document G702" Application for Payment approved at the time the application for the Certificate of Occupancy (CO) or Certificate of Completion (CC) is submitted to the Building Department.

Signature of Owner

STATE OF FLORIDA **COUNTY OF DADE**
Sworn to and subscribed _____ day of _____
20__, by: _____
[] Personally known to me: [] or Procured Identification
Type of Identification: _____
[] DID TAKE OATH [] DID NOT TAKE OATH

Signature of Notary Public

Part Three: Contractor Affidavit: To be Submitted at the Time of CO / CC:

I _____ am the Qualifier / General Contractor under contract with _____ Owner of the property undergoing an improvement as described in permit above.

I certify that the total contract value, including all change orders and all permit revisions under PERMIT NUMBER _____ is \$ _____.

I understand that at the time _____ (Qualifier / Contractor) submits the application for a Certificate of Occupancy (CO) or Certificate of Completion (CC), I will be required to submit to the City of Miami Beach Building Department verification of construction cost. The City will accept the most current "AIA Document G702" Application for Payment approved at the time the application for the Certificate of Occupancy (CO) or Certificate of Completion (CC) is submitted to the Building Department as verification of construction cost.

At that time, the Owner is responsible to pay the City of Miami Beach any difference between the permit fee based on the construction cost and/ or square footage submitted with the original permit application and the permit fee based on the final construction cost including general conditions and/or final square footage as certified by the Owner, Architect and Contractor on the most current "AIA Document G702" Application for Payment approved at the time the application for the Certificate of Occupancy (CO) or Certificate of Completion (CC) is submitted to the Building Department.

Notes:

The City of Miami Beach reserves the right to request G706 Contractor's Affidavit of Debts and Claims after the issuance of CO.

If a G702 has not been used for construction draws by the parties, then the City of Miami Beach will accept alternate evidence of the final construction cost (for example final statement, final invoice etc..) which evidence must be satisfactory to the Building Director and /or Assistant Director, in his/her sole discretion.

Signature of Qualifier / Contractor

STATE OF FLORIDA **COUNTY OF DADE**

Sworn to and subscribed _____ day of _____

20__, by: _____

[] Personally known to me: [] or Procured Identification

Type of Identification: _____

[] DID TAKE OATH [] DID NOT TAKE OATH

Signature of Notary Public